

MINUTES OF BOARD OF TRUSTEES' MEETING
HELD THURSDAY, OCTOBER 31, 1963

Present:	Mr. Cooper	Mr. Osborne III
	Miss Voigt	Mrs. Rosenberg
	Mr. Schein	Mr. Arentz
	Mr. Schaefer	Rev. Berry
	Mr. Mordinger	Mrs. Lynn
	Mr. Sterling	Mr. Kilduff

Minutes of the last Board Meeting were approved as sent.

TREASURER'S REPORT

Mr. Cooper gave the Treasurer's Report for nine months, ending September 30, 1963 - disbursements \$80,395.13 - receipts \$67,082.99 - deficit \$13,312.14. The Treasurer's Report was accepted as presented.

Mr. Cooper presented the proposed budget for the operation of Family Service Bureau for January 1, 1964 through December 31, 1964. It was submitted at this Board Meeting as a projected budget to meet the requirements of the Welfare Federation which requests we submit on or before November 1st a projected budget for the next year. Every member present at the meeting received a copy. Estimated expenditures for the operation of the agency for 1964 - \$121,536.50 - estimated income - \$21,800.00. Request from the Welfare Federation to balance budget - \$99,736.50.

Mr. Schaefer felt the proposed deficit based on the allocation received from the Welfare Federation for 1963 of \$65,000.00 indicated, if the agency received the same appropriation for 1964, the projected budget would have a deficit of \$34,000.00. It was his feeling this deficit would be too large and steps should be taken to balance the budget for 1964. It was explained this was a projected budget for the agency's operation and if the monies were allocated from the Welfare Federation of \$99,000.00, there would be no problem. However, on the basis of past experience, the Welfare Federation may not consider this figure. It has been the policy of the Board in the past three years, at the first meeting of the new year in January, to decide whether they will invade Capital to maintain services for the coming year. In January, 1963, the Board voted to maintain services and accepted a budget which called for a \$20,000.00 deficit. The Board will again in January, 1964, discuss the budget and decide at that time whether it will invade Capital to maintain services. However, the alternative is also present, if the budget is to be balanced for 1964, it could mean the curtailment of staff, which in turn would curtail the service. This the Board has adamantly refused to do in the past three years. It was also asked if this budget reflected the operations of the Belleville Agency and it was explained it did not, it was just the needs of the Newark Family Service Bureau. After discussion of the various items in the budget, the projected budget was unanimously approved by those present.

A copy of the proposed 1964 budget is attached to the minutes for all Board members not present at this Board Meeting.

REPORT OF FINANCE COMMITTEE

Mr. Arentz reported that prior to the Board Meeting, the Finance Committee had met in Mr. Williams' office at the National State Bank. The portfolio was reviewed by both the Investment Advisors and the Finance Committee. As of November 1st there will be \$20,000.00 in cash to reinvest, \$13,000.00 coming from the Public Service Electric & Gas Bonds that matured on November 1st and the money remaining after the agency had sold stocks and bonds to take care of the loan outstanding at the National Newark & Essex Bank of \$7,367.37. Mr. Schaefer proposed to the Finance Committee serious consideration be given to the ratio in our portfolio of 40% bonds and 60% stocks. After much discussion it was agreed that the Finance Committee and Investment Advisors maintain this ratio in future transactions. He also suggested purchase of certain stocks that have both growth and income. However, the Finance Committee and the Investment Advisors delayed making any suggestion as to what purchases should be made with the \$20,000.00 cash. It was suggested by Mr. Williams both the Investment Advisors and Finance Committee make a list of stocks since it was agreed by all present the investment of this money should be in stocks and not bonds. Their suggestions were to be sent to Mr. Kilduff who will then collate the list and return it to both members of the Finance Committee and Investment Advisors within the next ten days. At this time the committee will meet again to select stocks with both growth and income possibilities. The next meeting of the Finance Committee will take place within two weeks.

REPORT OF THE CASE COMMITTEE

Mr. Schein reported the Case Committee met on October 8th and is now reviewing the recommendations made by Miss Murta on her recent evaluation of the Family Service Bureau of Newark. A copy of the minutes of the Case Committee Meeting is on file at the office. It was the consensus of the committee at this meeting that Mr. Meyers, the coordinator attached to the Welfare Federation, be invited to come to the next meeting of the Case Committee to be held on Tuesday, November 12th at 11 a.m. to discuss the South Side Project and the part Family Service Bureau might play in this undertaking. Mr. Schein said final report from the Case Committee on whether our services should be extended or changed will not be forthcoming for the next few months.

REPORT OF SOCIAL ISSUES COMMITTEE

In the absence of Dr. Paddock, Mrs. Lynn reported the Social Issues Committee met on October 7th and had discussed the recent survey made by Miss Murta of P.S.A.A. in which she had suggested the agency set up a separate committee to handle Social Issues. It was the consensus of the committee there were many problems we could study, but if they were to do an effective job, only two or three areas of concern should be chosen. Mrs. Rosenberg felt attention should be given to the Fair Housing Law and the human problems created by mass housing. Dr. Silverman said Mental Health should be considered because of the inherent ramifications not only for our agency but for the entire health and welfare picture. Mrs. Rosenberg also felt the South Side Project was something F.S.B. should concern themselves with and have representation on the Planning Committee. It was also the feeling of the

committee that more information is needed about the Urban Renewal Program and Mrs. Lynn suggested Mrs. Harold Lott of the Newark Housing Authority be invited to the next meeting to discuss the Urban Renewal Program. It was the committee's feeling the position F.S.B. took on Public Issues be clear, concise and made known to the community.

BELLEVILLE MERGER

In the absence of Mr. Geaney, chairman of the Merger Committee and Mr. Hardin, President of the Board, Miss Voigt presented an agreement drawn up by Mr. Hardin to meet the requirements suggested by Judge Abrosom and Mr. Watson of the Belleville Agency that some type of legal commitment of intention be clearly stated as to what would be required of our agency and the Belleville Agency during the three year trial period. Each member of the Board present at this meeting read this agreement and it is herewith incorporated as part of these minutes:

"With respect to the agreement between you and us whereunder we will undertake to assume the operations and management of your Agency, the following sets forth our understanding:

1. We will undertake and assume at our own cost and expense the entire management and operation of the Family Counseling Service of Belleville, and you will assign and turn over to us all of your property and assets, other than your present capital funds of not in excess of \$2,500 which are to be deposited and maintained in a savings account in your name. You will assign and turn over to us all allocations made to you heretofore or hereafter by the Welfare Federation of Newark and all other receipts of income, gifts, bequests and all other funds received or to be received by you heretofore or hereafter during the term of this agreement, except for said capital funds.
2. All present full-time employees of Family Counseling Service of Belleville will become full-time employees of Family Service Bureau of Newark and will be eligible for the same salary scale and benefits established under the Personnel Policies of Family Service Bureau of Newark, together with the responsibilities and other conditions of work prescribed by such Policies.
3. Family Service Bureau of Newark will elect three of the present trustees of the Family Counseling Service of Belleville as trustees of the Family Service Bureau of Newark. The remaining members of the present Board of Trustees of the Family Counseling Service of Belleville will be constituted an Advisory Board.
4. This agreement and the arrangement contemplated hereby will extend until January 1, 1967, and may be terminated by either of us at any time prior to that date by a majority of the trustees of the Family Service Bureau of Newark or by a majority of the Belleville Advisory Board combined with the three trustees of Family Service Bureau of Newark who are elected pursuant to paragraph 3 hereof. At any time prior to January 1, 1967, when authorized by you and us in the manner provided in the preceding sentence, you and we will merge or otherwise effect a formal and complete consolidation of our Agencies.

5. In the event this agreement is terminated as provided herein or you and we do not merge or otherwise consolidate our Agencies prior to January 1, 1967, we will turn over and assign to you those of your assets which are then remaining, including any replacements or additions thereto, it being understood that we will have complete control with respect to the disposition of assets, replacement thereof and additions thereto prior to such time when such assets are returned to you.

If you agree that the foregoing correctly sets forth our understanding and agreement, please indicate your approval on the copy of this letter.

It is our belief that the above agreement is in your and our best interests but, of much greater importance, we believe that the public of Newark and Belleville will be better served with greater economics in management than could be accomplished by you or us alone. To accomplish your and our objectives and to provide better and expanding service to the public and to the Belleville and Newark communities is a challenging task but it is one that can be accomplished with hard work and dedication on both our parts."

The Board unanimously approved the conditions contained within the agreement and recommended that action be taken to take over the Belleville Agency for a three year period commencing either immediately or sometime between now and the first of the year.

REPORT OF BUILDING & OPERATIONS COMMITTEE

Mr. Mordinger reported that the back roof of the new building at 15 Fulton Street, which was not in any of our contract agreements with either R.D. Construction Company or Litwak-Shteir Associates, has developed a leak and it is necessary to fix it immediately. The exact price of the repair for this part of the roof is not known. However, the Board unanimously approved immediate repair of the roof.

OTHER BUSINESS

Mr. Kilduff informed the Board that JENNIE, the musical comedy starring Mary Martin, had received very disappointing reviews and at the request and in conjunction with the Orange Agency, had written a letter to the producers of JENNIE asking to break the contract. It is the feeling of the Orange Agency they would like to withdraw from JENNIE if possible, or to get tickets to another show opening in the very near future starring Jose Ferrer and Florence Henderson. At the time of the Board Meeting, the letter sent by Family Service Bureau of Newark to the producers of JENNIE had not been answered.

NOVEMBER-DECEMBER BOARD MEETING

Miss Voigt suggested the next meeting of the Board be a November-December meeting and be held the first Thursday in December. In the past two years the Board has done this and it has worked out extremely well. The Board unanimously approved the next meeting will take place as the November-December Meeting on Thursday, December 5th.

Meeting adjourned.

Edward V. Kilduff
Executive Secretary